

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Groundskeeper Crew Leader****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises ground maintenance activities. Supervises activities related to funeral services. Keeps logs and records to monitor various equipment maintenance and activities. Manages the maintenance of grounds and landscaping. Performs and supervises the daily maintenance of equipment. Supervises emergency response.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Supervises ground maintenance activities by scheduling, training and assigning duties, taking service requests, completing time sheets, keeping work records and logs, conducting performance evaluations and conducting daily team meetings.
2	M	Supervises activities related to funeral services by monitoring the performance of employees and conducting team meetings.
3	M	Monitors equipment maintenance, packing of graves, gasoline issued, pesticide logs, completed work orders, inventory, personnel information and program effectiveness by keeping logs and records.
4	M	Manages the maintenance of grounds and landscaping by seeding, fertilizing, spraying, mowing, trimming, installing sod, applying herbicides, preparing and planting flowers, shrub beds and trees, pulling weeds, watering plants, trimming trees and shrubs, raking leaves and picking up litter.
5	M	Performs and supervises the daily maintenance of equipment by changing blades, lubricating equipment and performing minor repairs and preventative maintenance.
6	H	Supervises emergency response by clearing streets, walkways, assisting emergency personnel and being on call to respond to emergencies.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	One years experience in groundskeeper and crew leader experience.
Certifications and Other Requirements	Valid Driver's License, Pesticide Applicators Certification, First Aid/CPR
Reading	Work requires the ability to read labels on chemicals and pesticides, MSDS labels and reports, instructions, manuals and maintenance reports and logs.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. As well as calculate chemical mixtures for pesticides, fertilizers and gas/oil mixture for equipment.
Writing	Work requires the ability to write maintenance logs, work orders, pesticide logs, maintain personnel Performance Management System, tracking logs and reports.
Managerial	Managerial responsibilities include plan, coordinate, schedule, and direct multiple teams in accomplishing tasks, funeral services, and landscaping. Evaluate program effectiveness and efficiency by preparing reports.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. Organization-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Supervising crew
Sitting	O	Preparing reports
Walking	F	Supervising
Lifting	O	Supplies, equipment
Carrying	F	Backpack sprayer
Pushing/Pulling	O	Mowing, trimming
Reaching	F	Trim hedges, string trimming
Handling	F	Tools
Fine Dexterity	F	Equipment maintenance, pesticides
Kneeling	O	Weeding, litter control
Crouching	O	Weeding, litter control
Crawling	R	Repair or maintenance equipment
Bending	F	Mowing, trimming, hedging, applying pesticides
Twisting	F	Mowing, trimming, hedging, applying pesticides
Climbing	O	Ladder
Balancing	O	Ladder
Vision	C	Desk work, supervising, mowing, trimming, applying pesticides, climb ladders
Hearing	C	Instructions, equipment, co-workers, citizens
Talking	C	Supervising, giving instructions, co-workers, citizens
Foot Controls	F	Driving, operating equipment
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Mowers, trimmers, sprayer, riding mowers, tractors, hand tools, bench grinder, truck, backhoe, air compressor, chainsaws

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	D	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	D	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 2 below)	--
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Glasses, gloves, shoes, earplugs, hard hats, chaps, face masks, seatbelts

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)